



COMMUNITY DEVELOPMENT DIVISION  
FREDERICK COUNTY, MARYLAND

*Office Of Life Safety*

30 North Market Street • Frederick, Maryland 21701  
301-600-3463 • FAX: 301-600-2309 • TTY: Use Maryland Relay Service

**INSPECTION REQUEST PROCEDURES  
FOR THE OFFICE OF LIFE SAFETY**

EFFECTIVE JULY 5, 2011

**An inspection request may be made by:**

- Calling the inspection voice mailbox @ 301-600-1090
- Fax @ 301-600-2309. A fax form is available on the Permits & Inspections website [Fire Permits/Life Safety Inspection Fax Request](#) link.

**The following information is needed to request an inspection:**

- The Fire permit A/P # or for an inspection pertaining to a Building permit - the building permit A/P#.
- Specific type of inspection you are requesting.
- Your name and phone number.
- Your company name.
- The date you would like the inspection to occur. If you do not receive notification, the inspection will occur as requested.
- Inspection requests for the following day must be received before 2:00 p.m. If you do not receive notification, your inspection will be accommodated on the following business day with no follow up required by you.

Please note that inspection requests scheduled through the Permit/Project Inquiry *website* will be accepted, however, we are not able to guarantee them as described above. It is suggested that requests be made by fax or voicemail only.

Requests for AM/PM times or special requests need to be made directly with the Inspector.  
Please **do not** leave inspection requests in individual voice mailboxes.

CFI-3 Life Safety Inspectors	Cell Phone
Dan Walther	240-674-6190
James (Butch) Alfred	240-674-1380
Fred Keister	240-674-8098